

Request for Proposal

Improving High School Achievement 2008-2009 Adding Rigor and Relevance to Career and Technical Education

Proposal submission deadline: May 16, 2008

Grant application: www.doe.sd.gov/CTEGrant



south dakota
DEPARTMENT OF EDUCATION

Learning. Leadership. Service.

Office of Career & Technical Education
700 Governors Drive • Pierre, SD 57501-2291

Questions:

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Improving High School Achievement 2008-2009

"Adding Rigor and Relevance to Secondary Career and Technical Education"

Funds are to be used to enhance, expand, and develop new programs and opportunities in secondary career and technical education. Applicants are encouraged to collaborate in combining resources to provide secondary career and technical education opportunities in a regional/multi-center/cooperative approach. Proposal objectives correlate with the goals and objectives of the South Dakota Department of Education's High School 2025 and efforts to encourage students and families to learn about and prepare for postsecondary education.

Funds will be awarded on a competitive grant basis.

- ***Applications are due at the Office of Career and Technical Education no later than **May 16, 2008.*****

Proposal Guidelines and Instructions

The proposed project shall describe how it will address the objectives on page 2 of this Request for Proposal.

- a) All projects should be organized around a **career cluster**/pathway.
 - Reference <http://www.careerclusters.org>
- b) All new courses/programs developed must adhere to the requirements for **approved programs** established by the Office of Career and Technical Education.
- c) Equipment requests **must be matched 50% or more** with local and/or Perkins funds. Equipment is the only category that must have matching funds. Tech Prep funds cannot be used to purchase equipment.
- d) The grant project period is July 1, 2008 – June 30, 2009.
 - Grant recipients will be notified by June 13th, 2008.
 - Prior approval from OCTE is needed to extend the timeline beyond June 30, 2008.
 - The grant project period may be extended to cover two years to accommodate for planning and implementation.
- e) Submit the "original" with signatures of the completed proposal by **May 16, 2008** to the:

**Department of Education
Office of Career and Technical Education
Attn: Mark Wilson
700 Governors Drive
Pierre, SD 57501-2291**
- f) The Department of Education/Office of Career and Technical Education (OCTE) reserves the right to reject any application if the application does not meet the criteria or there is a lack of available funds.
- g) When submitting your RFP, please include only the completed pages required and not the entire RFP package. For example, you do not need to include all the instruction pages.

Purpose of the Request for Proposal

The purpose of the Request for Proposal (RFP) is to solicit proposals to increase achievement of secondary school students by enhancing, expanding and developing new programs and opportunities in secondary career and technical education.

This can be accomplished through the following objectives (objectives are not limited to this list):

1. Rigorous New Program

- To provide opportunities for “new” program initiatives specific to a career cluster and based on national standards or industry certifications. Examples include:
 - Health Science Cluster–Project-based Biomedical Science
 - Hospitality/Tourism Cluster- Culinary Arts and Restaurant Management
 - Information Technology Cluster- Computer Networking and Cabling
 - STEM Cluster- Project-based Engineering
 - Transportation, Distribution and Logistics Cluster – Retail Automotive Service*This is not an exhaustive list of potential certification programs; contact OCTE Specialists for additional information.*

2. Increasing Rigor and Relevance in Current Programs

- To expand, add rigor to, and align existing programs to SD career clusters initiative. Examples of Pathways include:
 - Agriculture, Food & Natural Resources – Environmental Service Systems, Biotechnology
 - Arts, AV, Technology & Communications – Performing Arts, Audio and Video Technology and Film
 - Education and Training – Teaching & Training as a Profession
 - Health Science – Biomedical Technology
 - Manufacturing Cluster- Project based curriculum
- To provide academy experiences for students by establishing partnerships with business and industry.
- To provide students with dual credit opportunities through partnerships with post-secondary institutions.

3. Career Guidance

- To provide career opportunities and information about postsecondary education for students through partnerships between cluster programs and career guidance.
- To facilitate career guidance opportunities through personal learning plans for all students which lead them to further education and/or career opportunities.
- To facilitate career guidance opportunities through Teachers as Advisors.
- To provide professional development for school guidance counselors and educators designed to provide outreach activities and information to students at risk of not enrolling in postsecondary education.

4. Capstone Experiences

- To implement **Youth Internships, Pre-Apprenticeships, Culminating Experiences, or Entrepreneurship Experiences** opportunities for students.

5. Virtual Courses

- To provide rigorous virtual courses in a specific career cluster/pathway through a provider approved by the Department of Education.

6. Academic & Technical Skills

- To integrate academic and career and technical curricula around a career cluster to enrich teaching and learning

Proposal Format

All proposals shall contain the following components:

1. **Authorization Page:** The authorization page must be signed by the authorized representative.
2. **Collaboration & Partnership Form:** Complete this form ONLY if you plan to partner with another agency on this project.
3. **Project Narrative:**
 - a. *Goals & Outcomes:* Describe the goals, activities, and timeline of the project in detail. What is the final project outcome? What will students know and be able to do?
 - b. *Needs Statement:* Describe how the need for the project was determined. Explain why the project/proposal fulfills a need in your community, school, or program. How were the needs determined? Who was involved in this determination?
 - c. *Anticipated Impact:* Provide the total number of students that will be impacted by the project. How will the program, teacher, and students benefit from the project?
 - d. *Sustainability of the Project:* Describe how the project will be sustained after the project period ends. Also comment on how the project could be replicated by other schools.
 - e. *Partnerships:* Describe how school faculty, administration, community organizations and other agencies (business, industry, postsecondary institutions, etc.) provided input into the proposal development and how they will be involved in project activities.
 - f. *Evaluation Plan:* How will you evaluate the success of the project – individual components and overall activities? How will student achievement be addressed? How will student outcomes be assessed?
 - g. *Budgetary Needs:* Using the provided template, describe what the funding will be used for and amount requested. **Note:** If equipment requests are included, state source of matching funds (Perkins, local, business partnerships) and amount. Tech Prep funds cannot be used as a match for equipment.
4. **Budget Summary:** List all project costs as well as matching funds from other sources.
5. **Project Rubric:** This rubric will be used to evaluate all proposals and should be referenced as a guide for writing.
6. **Progress Report:** Submit a Progress Report to the Office of Career and Technical Education by December 31, 2008.
7. **Final Narrative:** Submit the final narrative to the Office of Career and Technical Education when request for final payment is made, but no later than June 30, 2009.

Proposal Evaluation Process/Timeline

An evaluation team composed of OCTE staff will evaluate proposals based on the components identified above. The project timeline is as follows:

March 31, 2008	OCTE announces Requests for Proposal
May 16, 2008	Deadline for submitting RFP to OCTE
June 13, 2008	Final selections made and grant awards announced
December 31, 2008	Deadline for submitting Progress Report to OCTE
June 30, 2009	Final Reports Due

Application Package

(Applications must be postmarked by May 16, 2008 with original signatures)

_____ Authorization Page

_____ Project Narrative

_____ Budget Summary

Authorization Page
CTE State Funds 2008-2009

Office of Career and Technical Education
Improving High School Achievement 2008
"Adding Rigor and Relevance to Secondary Career and Technical Education"

Collaboration and Partnership Form
CTE State Funds 2008-2009

Complete the following form ONLY if more than one LEA is forming a partnership with other LEA(s) to carry out the goals of the grant. Each partner/LEA will need to complete and submit this form to the applying fiscal agent.

Partner agrees to create and sustain a partnership with the applying LEA during the development and implementation of the grant activities.

Partner name & title	_____
Partner e-mail	_____
School	_____
School Address	_____
School Phone & Fax #	_____
Signature of Partner	_____ Date _____
Signature of Administration	_____ Date _____

Project Narrative

A. Goals, Activities & Outcomes:

Describe the goals, activities, and timeline of the project in detail. What is the final project outcome? What will students know and be able to do?

B. Needs Statement:

Describe how the need for the project was determined. Explain why the project/proposal fulfills a need in your community, school, or program. How were the needs determined? Who was involved in this determination?

C. Anticipated Impact:

Provide the total number of students that will be impacted by the project. How will the program, teacher, and students benefit from the project?

Number of Students Impacted: _____

D. Sustainability of the Project:

Describe how the project will be sustained after the project period ends. Also comment on how the project could be replicated by other schools.

E. Partnerships:

Describe how various organizations and agencies (business, industry, postsecondary institutions, etc.) provided input into proposal development and how they will be involved in project activities.

F. Evaluation Plan:

How will you evaluate the project – individual components and overall activities? How does your project address student achievement? How will student outcomes be assessed?

G. Budgetary Needs:

Using the given template, describe what the funding will be used for and amount requested.

Note: If equipment requests are included, stating source and amount of matching funds (Perkins, local, business partnerships) is required. Tech Prep funds cannot be used for equipment. Only equipment requests require matching funds.

Description of Request	Budgetary Needs					Matching Funds for Equipment
Describe in detail the request.	Salary & Benefits	Purchased Services	Travel	Instructional Materials	Equipment	State the amount and source of the matching funds. Match must be 50% or more of total.
Example: John Doe will attend Project Lead the Way Training in Aug of 08. Travel expenses include, airfare, meals, hotel, and registration.	Sub pay 80		2,000			
Example: 20 Computers to run high end software. 10 computers will be purchased by school, 10 with grant dollars.					10,000	5,000 – Local Funds 5,000 – Perkins Funds
Total Budgetary Needs						

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Budget Summary Sheet

Fiscal Agent _____

Career Cluster _____

Participating _____

School(s) _____

Category	State Funds Requested	Matching Funds			State Office Use Only
		Local	Perkins	Tech Prep	
Salary & Benefits					
Purchased Services					
Travel					
Instructional Materials					
Equipment				NA -----	
Total	\$	\$	\$	\$	\$

For State Use Only

Fiscal Agent

Career Cluster

Participating
School(s)

Proposal Rating Rubric

Yes No

_____ _____ Authorization Page (Required)

_____ _____ Does/will the program meet CTE program approval status?
(Certified teacher & 2 Carnegie units/multiple combinations)

Project Narrative

Evaluation Criteria	Below Average	Average	Above Average	Excellent	Score
To what extent is the project aligned with RFP's objectives? (a)	1 - 10	11 - 20	21 - 25	26 - 30	
To what extent is the proposal meeting the needs of program or community? (b)	1 – 5	6 - 10	11 - 15	16 - 20	
What kind of an impact will the goals of the proposal have on students and/or program? How relevant is the proposal? (c)	1 – 5	6 - 10	11 - 15	16 - 20	
To what degree is the proposal sustainable? What is the long term impact? (d)	1 – 3	4 – 6	7 – 8	9 - 10	
How well does the proposal address all the components of the narrative? (a-g)	1 – 3	4 – 6	7 – 8	9 - 10	
Total Score (100)					
Comments (for State use only)					

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Progress Report

Fiscal Agent _____ **Grant Number** _____

Career Cluster _____
Participating _____
School(s) _____

Progress Report is due to the Office of Career and Technical Education on December 31, 2008. Reports should be e-mailed to Patty.Beringer@state.sd.us. Phone 773-3423 if you have questions.

1. What goals and activities have been accomplished and/or implemented to date?
Compare the initial timeline of implementing the goals to the actual timeline.

2. How have you involved business and industry thus far in your project?

3. How many students have been impacted thus far?

4. How much funding has been expended up to this point?

5. What are the successes of the project and what, if any, challenges have been encountered?

6. What technical assistance do you need from the Office of Career and Technical Education?

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Final Narrative 2008

Fiscal Agent _____ **Grant Number** _____
Career Cluster _____
Participating _____
School(s) _____

Due when **request** for final payment is submitted.

The Final Narrative form is included with the Project Completion Report on the Grants Management web site, <http://doe.sd.gov/ofm/grants/forms/index.asp>. Click on Project Completion Report for CTE State Funds. The Project Completion Report and Final Narrative should be sent to Mark Gageby.

Be prepared to address the following questions when you submit the Project Completion Report.

1. Describe the activities that were accomplished and the impact on students. Were the original goals of the project met? Explain and give evidence.

2. What was the total number of students impacted through project activities?

3. How did the funding for salary, equipment, and travel enhance the program?

4. Describe the sustainability of the project. Provide details about future plans relating to the goals and objectives of this project.

5. Summarize the evaluation results of the project.

6. What has been learned from the project that would be helpful to others when implementing a similar project?